

# REGISTRATION, ACADEMIC ADVISING, AND WITHDRAWAL POLICIES

## Student Classification Undergraduate/ Degree Completion Students

The classification of students is determined at the beginning of each semester according to the number of credit hours completed, as follows:

Classification	Credit Hours
Freshmen	0 to 29
Sophomores	30 to 59
Juniors	60 to 89
Seniors	90 or more hours

Classification will not necessarily coincide with class year because students' progress toward their degrees at different rates. For official records, students will be identified according to the above classification.

## Registration for Classes

Before beginning the registration process, all traditional undergraduate students need to consult with their academic advisor. Students should consult the web-published schedule for the most accurate and up-to-date class schedule.

## Undergraduate Registration

The University provides priority registrations for undergraduate students. Working in conjunction with their advisors, students register according to their academic classification with seniors having priority during the registration period, followed by juniors, sophomores, then freshmen. Student classifications for registration are determined by the combined credits from transfer courses, USF completed course, and USF courses in progress (see table above). The University holds special advising and registration events for new first-year and new transfers.

## The Academic Advising Program

The Academic Advising Program is an integral part of the educational process at St. Francis. Professional Advisors in the Academic Center for Excellence advise first-year students. In late spring, students declare a major, and an academic advisor is assigned from the selected program. Undeclared students will be assigned an advisor in the Academic Center for Excellence until a major is declared. Transfer students are assigned academic advisors by the department chairperson of the chosen major upon enrollment at St. Francis.

Although it is the student's responsibility to know the requirements for graduation and to plan accordingly, the academic advisor is available for assistance and for approval of each student's semester schedule. The process of course selection each semester includes a meeting of the student with the advisor, during which the requirements for a degree and the student's progress toward completion are discussed. The academic advisor should be consulted frequently during the academic year as well as at preregistration and registration periods.

## Degree Completion Students

New students granted admission to the University of St. Francis will be advised and registered for their first semester through the Academic Advising Center. Students will then be assigned an advisor within their college. While it is the student's responsibility to know the requirements for graduation and to plan accordingly, the academic advisor is available for assistance.

## Special Students

Students not working toward a degree but taking courses for which they are qualified are classified as Special Students. Special Students are not eligible for financial aid or scholarships. Should the Special Student apply for a degree program, a limit of two courses may be used toward that degree with approval of the dean.

## Credit Hour Definition

In accordance with Federal policy, the University of St. Francis defines a credit hour (also referred to as a semester hour) as the amount of work represented in the achievement of the intended learning outcomes (verified by evidence of student achievement) that reasonably approximates:

1. One hour (50-minute period) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, for approximately fifteen weeks (less breaks/holidays) for one semester, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities, including laboratory work, internships, practica, studio work and other academic work leading toward the award of credit hours.

All courses (including online, blended, accelerated, etc.) have syllabi that demonstrate how the instructional activities are appropriate for the number of credits.

## Student Course Load

To maintain full-time student status, the undergraduate student must be enrolled for at least 12 credit hours per semester. Students wishing to complete a degree within four years should carry 15-18 hours each semester in order to accumulate the 120 credit hours required for graduation (some programs may require additional hours to meet degree requirements).

Undergraduate	Fall/Spring Semester	Summer Semester
Full-Time	12 – 18 credit hours	Varies by program
¾ Time	9 – 11 credit hours	Varies by program
Half-Time	6 – 8 credit hours	Varies by program
Overload	more than 18 credit hours	Varies by program

Tuition charges are based on the number of credit hours taken each semester. Students taking 12-18 credit hours in a semester are charged a full-time flat rate. Students taking 1 – 11 credit hours are charged by the credit hour. See *Tuition and Fee* section for further detail.

## Overload

Students taking more than 18 credit hours in a semester are charged an additional rate per credit hour for every credit hour over 18. Special

permission to carry more than 18 credit hours at the undergraduate level is obtained from one's academic advisor, with approval of the appropriate college dean.

## Class Attendance

A good record of class attendance for regular class formats or online courses is a prerequisite to satisfactory academic progress. Faculty often designate class attendance policies within the syllabus for their specific course(s). Individual instructors have the option of setting attendance requirements in relationship to grading for the course. It is the student's responsibility to meet the requirements set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend regularly.

After the first two weeks of class (module or full term course) a faculty member will report attendance of their roster. With instructor verification, a student reported as never attended or logged into an online course will be administratively dropped.

Students who need to withdraw from a course within the semester must follow the University's withdrawal policy in the University Catalog.

## Courses Taken at Another College or University (Off Campus Approval)

After a student has enrolled at the University of St. Francis, specific, prior approval must be received from the student's advisor, department chair, and the dean to receive credit for a course taken at another college or university. Native (four year) students may request to take up to 12 hours of course work at another institution. Transfer students may request to take up to 6 hours of course work at another institution provided they stay within the total transfer hour limits. All students electing to take a course(s) off campus **must** receive prior permission.

- Students at all levels may apply to take additional course work at other institutions; however, thirty (30) of the last thirty-six (36) hours taken before graduation must be USF courses (under extenuating circumstances, a maximum of 6 additional hours may be approved from off-campus institutions by the students' dean).
- Transfer credit from community colleges/junior colleges may not exceed 70 credit hours.
- A grade of "C-" or better must be earned in courses taken at another college or university for course work to be accepted for transfer credit. Course approval forms are available through the Registrar's Office; however, if the course is offered at USF or through Acadeum course-sharing, the request will not be approved. Completed forms are returned to the Registrar for final review. A completed approval form is required before credit will be transferred into USF. Courses taken off-campus will be subject to a \$25 per credit hour review and posting fee when transferred into USF (maximum \$75.00 per course).

## Add, Drop and Withdrawal Process

Students should add, drop and/or withdraw from courses only after consultation with their instructor and academic advisor. Students also need to be aware that any of these changes can have an effect on their progress toward graduation, eligibility for financial aid, and eligibility for athletics (if applicable).

- **Adding a course(s):** If space is available in the class, students will be permitted to add a course(s) with the approval of their advisor and

within the deadline. Online courses cannot be added after the start of the course.

- **Courses meeting more than once a week** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. on the second Friday of the course (including holidays)
- **Modular courses** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. prior to the second class meeting
- **Dropping a course(s):** Traditional on-campus students requesting to drop a course(s) may do so through their advisor. Off-campus students can provide a written request to the Registrar's Office by using the Add/Drop form. Upon receipt of a written request (within the deadline), students will be dropped from the class roster and will not receive a grade for the course.
  - **Courses meeting more than once a week** – Add/Drop form must be completed, with all required signatures, and submitted to the Registrar's Office by 4:00 p.m. on the second Friday of the course (including holidays)
  - **Modular courses** – Add/Drop form must be completed, with all required signatures, and submitted to the Registrar's Office by 4:00 p.m. within the first week of class
- **Withdrawing from a course(s):** After the add/drop period is over, students may withdraw from a course(s) until the withdrawal deadline. Students withdrawing from a course will receive a "W" on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a "W."
  - **Full semester course** – Spring and Fall semesters weeks 3 - 11; Summer semester weeks 3 - 7
  - **Modular course** – weeks 2 - 5
- **Withdrawal Due to Extenuating Circumstances** - Students may not withdraw from a class after the withdrawal deadline has passed unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Registrar to explain the circumstances and present written documentation for the request. The decision to allow the withdrawal at that point will be made in consultation with the appropriate college dean, academic advisor and the instructor. Students will receive a "W" on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a "W." Academic deadlines for dropping or withdrawing from a course(s) differ from finance refund/charges deadline policies. All withdrawals shall be filed with the Registrar and students' advisors shall be informed in each case. Students who fail to go through established procedures will be considered as still enrolled in their courses and shall receive a grade based upon the course requirements and remain liable for full tuition and fees.

## Withdrawal from the University

Students completely withdrawing from the University should contact the Registrar's Office, obtain the necessary signatures on the Complete Withdrawal Form, and complete all the withdrawal procedures.

- **Permanent** – "W" is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Should a person decide to return to USF after having permanently withdrawn, the individual must file for admission as a new student.

- **Leave of Absence** - To preserve a position in the University, the student requesting a leave of absence must return on an agreed upon date. An extension of no more than one semester may be granted. Failure to return on the agreed upon date will necessitate filing for admission as a new student. "W" is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record.

Students are responsible for checking their class enrollment status through their student portal to confirm that they have been withdrawn from all their courses. Students that are administratively withdrawn or suspended are not eligible for refunds.

## Late Medical Withdrawal Process from the University

A student may request and be considered for a late Medical Withdrawal when extraordinary circumstances, such as serious illness or injury, prevent a student from continuing classes. This policy covers both physical and mental health difficulties. All requests for withdrawal require thorough, credible and timely documentation, received within a reasonable time, usually no more than 30 days after the end of the semester for which the withdrawal is being requested. A sub-committee of the Educational Standards Committee determines the appropriateness of the Medical Withdrawal request.

Student Procedure:

1. The student must consult with Financial Aid Services to determine the financial consequences, if any, of the withdrawal on the current and subsequent semesters.
2. The student must provide appropriate documentation to the Registrar's Office including:
  - a. A written request for Medical Withdrawal describing the medical reason for the withdrawal. Additionally, the student must explain how the illness or condition affected their ability to maintain their status as a student at the University and why withdrawing from courses through the regular process was not an option for them. (An Incomplete in courses may be arranged with the respective instructors at their discretion and may be an option for a student to consider instead of a complete Medical Withdrawal).
  - b. A letter from the student's treating physician, recommending a withdrawal from the University for medical reasons. The letter must state the specific rationale for the recommendation, including the onset of the illness or condition and why the illness or condition prevented the student from continuing classes.
3. If the Medical Withdrawal is approved, the student will receive a grade(s) of W. No computation in GPA will be recorded in the student's permanent record for courses with a grade of W. The student will remain liable for full tuition and fees.

Both the health of the student and their ability to resume full academic responsibilities are central to determining whether the student can return from a Medical Withdrawal. The University reserves the right to request medical documentation before returning from a Medical Withdrawal. A future Medical Withdrawal for the same or similar circumstances may not be granted.

## Special Policies on Leave of Absence College of Nursing

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence must be submitted in writing to the Dean of the College of Nursing. The student must satisfy the conditions of the leave and must comply with all policies, requirements, and course sequences in effect at the time of reentry. A leave of absence is granted for a specific period of time not to exceed one year. If the time period extends beyond one year, the student must follow the process for Re-admission.

### Special Undergraduate Return from Leave of Absence Policy; competency demonstration

The purpose of this policy is to assure that students returning to the College of Nursing after an absence of one semester or longer does so in a timely manner to ensure retention of knowledge and skills.

1. The student must initiate the return process by submitting a written request to the Associate Dean of Undergraduate Nursing at least two months prior to expected return to a clinical course to the Leach College of Nursing.
2. Students returning from a leave of absence (either planned or due to being unsuccessful in a course) will be required to demonstrate retention of previously learned knowledge and skills to ensure safety of patient and self. The Associate Dean will notify the clinical course coordinator of the class to which the student will be returning. The student will be required to demonstrate competency of previous learned skills prior to the first day of the clinical (308, 310, 360/450, 350/410, 460, 465), and/or pharmacological math course(s).
3. The Associate Dean will contact the student to discuss the remediation required based upon clinical course coordinator recommendations.
4. If student fails to follow above policy and/or fails to demonstrate competency, the student will be dropped from the clinical course.

## Currently Enrolled Veterans and Service Members

The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty may be granted a **Military Leave of Absence (MLOA)** from the University for the period of active duty and up to one year after returning from active duty.

Students with the MLOA are not required to pay admission fees. MLOA allows these students to register for classes during their designated registration period prior to the term when they plan to return. Students with MLOA privileges may elect to return using the same catalog as when they left, or using the catalog in force when they return. Upon returning to the University, the student should complete the re-application process and contact the dean to determine a mutually acceptable plan to meet degree requirements. MLOA applications are available through the Registrar's Office. The completed MLOA form must be submitted to the Registrar's Office in Tower Hall prior to the student's departure. The MLOA form must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty.

When students are called to active duty after classes begin, they should contact the Registrar's Office to file the MLOA for subsequent

terms. Students may elect to choose one of three routes to apply to the semester's courses in progress. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester, and agreements which can be made with instructors and deans.

## Refunds

Refunds are payable to students thirty (30) days after the official date of withdrawal. For details, see the information posted on the *Student Expenses and Financial Policies* web page at <https://www.stfrancis.edu/admissions-aid/financial-aid-services/tuition-fees/>. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Director of Student Accounts, St Clare Campus, 1550 Plainfield Road, Office 202, (815) 740-2268.